



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
DIVISION OF ACCOUNTING

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**M E M O R A N D U M**

**#09-05**

**TO:** All Department and School Fiscal Officers

**FROM:** Trisha L. Neely, Director

**DATE:** December 4, 2008

**SUBJECT: IMPLEMENTATION OF THE NEW VENDOR PROCESS AND THE NEW DELAWARE SUBSTITUTE FORM W-9**

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Effective January 5, 2009, a new vendor process and use of the new Delaware Substitute Form W-9 will be implemented. With the development of the new Delaware Substitute Form W-9, state organizations will no longer be responsible for collecting the Form W-9 from the vendor. The vendor will have the capability of submitting the required Form W-9 electronically and directly to the Division of Accounting for approval. An organization conducting business with a new vendor not in the vendor file, or with an existing vendor requiring any change to the vendor information on file, should be directed to the Division of Accounting website: <http://accounting.delaware.gov/>. The vendor will complete the secure form, read the affirmation, and submit the form by clicking the "Submit" button. Division of Accounting staff will review the submitted form for accuracy, completeness, and standardization. Once all the requirements are met, the form will be uploaded to the vendor file and approved. The vendor is then available for processing transactions.

For those vendors that do not have internet access, a printable version of the Delaware Substitute Form W-9 can be faxed or mailed to the vendor. The vendor will then fax or mail the form directly to the vendor staff at the Division of Accounting, upon completion. All vendor requests, additions and changes, will come directly from the vendor. To obtain a copy of the printable Form W-9, click on the For Government Link on the Division of Accounting website.

State employees required to be loaded into the vendor file are not required to submit a Form W-9. Until First State Financials (FSF) is implemented, organizations may continue to utilize the SVEN to have employees loaded to the vendor table. Once FSF is implemented, an online form and process will be put in place.

If you have any questions, please contact Jack Kennedy or Nancy Sapp, the vendor staff, at (302) 734-6827 or fax your inquiry to (302) 736-7909.